



## Public Health

### **TEMPORARY FOOD EVENT COORDINATOR'S APPLICATION**

**A separate Temporary Food Establishment vendor application must be submitted by each vendor at least 15 calendar days before the event. A \$75.00 permit fee must accompany the application.**

**1. Event Name:** \_\_\_\_\_

**2. Event location:** \_\_\_\_\_

**3. Event Date(s) and Time(s):** \_\_\_\_\_

**4. Name(s) of event coordinator(s):** \_\_\_\_\_

Name	Address	Phone
Name	Address	Phone

**5. Number of TFE vendors:** \_\_\_\_\_

**6. Dates and times for food vendor setup:** \_\_\_\_\_

**7. Will electricity be provided to the TFE vendors? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**8. Describe water supply:** \_\_\_\_\_

*NOTE: If a non-public water supply is to be used, the results of a recent bacteriological water analysis must be submitted with this application.*

**9. Describe toilet facilities:** \_\_\_\_\_  
(type, number, and location)

**10. Describe the waste water disposal system:** \_\_\_\_\_

**11. Describe the solid waste disposal:** \_\_\_\_\_

**12. Supply the vendor with the temporary food event vendor with the following documents:**

- Temporary food event vendor application
- Temporary Food Establishment Guidelines and Checklist
- Requirements for Temporary Food Establishments

**TEMPORARY FOOD EVENT COORDINATOR'S APPLICATION continued**

**13. Return the completed TFE Coordinator application to Environmental Health at least fifteen (15) calendar days prior to the event. The coordinator application package must include the following;**

- **An event map identifying the locations of:**
  - **The individual food vendor(s),**
  - **Location(s) of restrooms or port-a-johns,**
  - **Locations of waste disposal facilities (liquid wastes, garbage, and grease)**
  - **Location(s) of dumpsters,**
  - **Location of vendor(s) water supply**
- **A list of all food vendors who will be participating.**
- **A supplemental list of event site coordinators (if different than those listed above)**
- **A completed vendor exemption form for each exempt vendor.**

Approval of TFE applications by the Durham County Health Department does **not** indicate compliance with any other code, law or regulation that may be required (i.e., Federal, State, or Local).

A pre-opening inspection of the TFE with equipment in place will be necessary to determine compliance with the rules and regulations governing temporary food service establishments.

**A TFE permit will not be issued unless all of the requirements are met and permitting fees are paid.**

Coordinator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Return application and documentation to Durham County Environmental Health 15 business days before the event.*

Durham County Environmental Health: \_\_\_\_\_

Received date: \_\_\_\_\_

Approval: \_\_\_\_\_

If you have any questions, please contact this office at (919) 560-7800, FAX (919) 560-7830  
Monday – Friday, 8:30 a.m. to 5 p.m.